

EQUAL OPPORTUNITY & DIVERSITY POLICY

BIC Policy 005 - Issue Date: 04.06.2021

Purpose

B.I.C. Services Pty. Limited (BIC) is committed to achieving equal opportunity and diversity in the workplace and celebrates the value and contribution each individual brings to the workplace. We are an equal opportunities employer, and we believe all employees have the right to work in an environment free of discrimination and harassment. The company fosters an environment of fairness, equity, respect for social and cultural diversity, and is free from unlawful discrimination, harassment and vilification as determined by the legislation.

BIC recognises that diversity in our workforce has contributed to our success and we will continue to promote gender equality, diversity and inclusion and foster an environment where our employees feel valued, including a safe and supportive working environment for people of all genders.

Scope

The policy applies to all BIC Directors and employees.

Objective

BIC is compliant with the EOWW Act and is committed to developing and maintaining equal opportunity for women in the workplace. Our workplace programs are aimed at eliminating discrimination and barriers for women and encouraging equal opportunity for women in the workplace.

All employees are treated on their merits, without regard to race, age, sex, religious beliefs, family responsibilities, parental status, marital status, pregnancy, disability, sexual preference, Freedom of association, Political conviction, physical appearance or any other factor not applicable to the position. Employees are valued according to how well they perform their duties, their ability and enthusiasm to maintain company standards.

The company does not tolerate any form of discrimination or harassment.

Team leaders must ensure that all employees are treated equitably and are not subject to discrimination or harassment. They must also ensure that people, who make complaints, or witness any adverse action, are not victimised in any way.

Any reports of bullying, discrimination or harassment will be treated seriously and investigated promptly, confidentially and impartially. A written complaint is not required. Disciplinary action will be taken against anyone who discriminates against a co-worker.

BIC's principal objectives are to:

- Increase the number of female participants across the organisation with a target of 50% by the end of 2022.

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- Improve and promote gender equality and diversity in the workplace through tailored recruitment and retention campaigns to foster a high-quality workforce whilst promoting diversity and gender inclusive and participatory decision-making;
- Ensure recruitment and selection processes for vacancies are transparent and equally accessible to all employees and promote the principle that employment for women, people with disabilities and people from culturally diverse backgrounds should be dealt with on the basis of merit without favouritism;
- Encourage workplace consultation and promote a gender-aware and gender-responsive culture throughout the organisation and integrate these considerations in each aspect of the workplace;
- Ensure all employees have equal opportunity to fair and equitable remuneration, benefits, job flexibility and training; and
- Eliminate discrimination or harassment against women, people with disabilities and people from culturally diverse backgrounds.



Tony Gorgovski

Chief Executive Officer – 04.06.2021